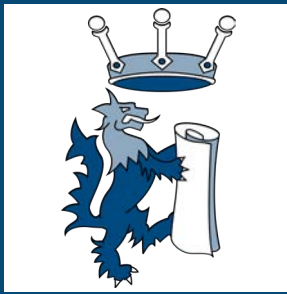




The
Sittingbourne School

Cover Supervisor
The Sittingbourne School
Information



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Welcome

Thank you for expressing an interest in the advertised Cover Supervisor post. We hope that this pack gives you all the information you need to decide if The Sittingbourne School is the school for you. However, please do not hesitate to contact us to arrange a visit to see for yourself what life at the school is like.

The Sittingbourne School is a large, oversubscribed school built on a strong sense of community, making us a warm and very special place to be part of. Students and staff feel proud to belong to The Sittingbourne School. Our staff work tirelessly to ensure the wellbeing and happiness of every child.

However, we are not a school where we allow ourselves to be defined or limited by the pastoral care we offer. We never forget that teaching and learning is our core business. Our motto is “Empowered through learning” because we believe that through excellent teaching and a fantastic curriculum every child can succeed, be happy and change their lives. We do everything we can to ensure every child consistently receives high quality teaching and learning in every lesson and engages in a challenging and relevant curriculum.

Our drive and ambition for our students was recognised by Ofsted, who in their March 2023 inspection report stated how, “Staff have high aspirations for what all pupils can learn and achieve. This level of ambition is evident throughout the school”. They also commented on how, “Pupils are proud of how tolerant and supportive their school is” and that, “The vast majority of pupils behave well in school”. The school was graded as “Good” for the third successive inspection.

We have a strong and supportive senior leadership team for whom staff wellbeing is a priority. We appreciate the challenges teachers and support staff face and we do all we can to reduce unnecessary workload and cut down on bureaucracy. We take a zero tolerance approach to rudeness and defiance to staff and we make sure that no member of staff feels alone when things are tough. Staff also benefit from a wide ranging programme of ongoing staff development. The work culture is friendly, professional and supportive, with recruitment and retention another real strength of the school.

In addition, the school also profits from the collaborative support of Swale Academies Trust, whereby close working networks continue to drive improvements to all aspects of school life. If you think The Sittingbourne School could be the school for you, please email Sarah Scott-Drysdale (sarah.scottdrysdale@swale.at) for more information and to arrange a visit. We look forward to seeing you soon.

Yours Sincerely



Mr Nick Smith
Headteacher

Job Description

Job Title: Cover Supervisor
Grade: SAT C
Responsible to: Headteacher

Job Purpose

Working under guidance: implement work programmes for individuals / groups which could include those requiring detailed and specialist knowledge in particular areas. To assist in the whole planning cycle and the management / preparation of resources.

- To work with the teacher to establish an appropriate learning environment.
- To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives and provide feedback to pupils in relation to progress and achievement.

Classroom Preparation

- Set out learning resources in line with the preparation requirements provided, normally by the teacher.
- Check the availability and location of safety equipment in the learning environment.
- Report shortages of learning materials to the teacher.
- Encourage pupils to return materials to the appropriate place after use and to dispose of wastes in a safe and tidy manner.
- Check the condition of learning resources and materials after use.
- Bring any damage or losses to learning resources and materials to the attention of the teacher as soon as practicable.
- Check the availability of the required ICT equipment, including accessories and consumables and promptly inform the teacher of any problems with obtaining the equipment needed.

Classroom Records

- Complete basic records accurately and legibly with the details specified by the teacher (e.g. word).
- Comply with the school requirements for storage and security of pupil records at all times.
- Make sure that information for the school office is collected, collated and passed on as promptly as possible.
- Maintain confidentiality according to organisational and legal requirements.
- Ensure detailed records of pupils' progress are kept up to date and available for SENCO / class-teacher.

Working with pupils

- Provide the pupil with the level and type of individual attention specified by the teacher.
- Work to build a good relationship with the pupil.
- Encourage the pupil to take responsibility for their own behaviour and to act independently.
- Interact with the pupil in a manner appropriate to the pupil's communication and interaction skills.
- Provide comfort and immediate care for minor accidents, upsets and ailments and report serious problems to the relevant people.
- Recognise uncharacteristic behaviour patterns in the pupil and report these promptly to the relevant people.
- Encourage and reinforce positive interactions between pupils.
- Encourage groups to work together to comply with behaviour targets they have been set.
- Consistently demonstrate respect for the rights of others in interactions with pupils and other adults.
- Monitor the group's behaviour attentively enough to spot any signs of conflict or dangerous actions at an early stage and report to relevant people.
- Respond to conflict situations and incidents of anti-social behaviour in line with school policies and within the scope of responsibilities of role.

Job Description

Support for Colleagues

- Provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role.
- Communicate openly and honestly with colleagues.
- Keep colleagues informed about aspects of work and schedule which may affect the support that can be offered to them.

Cover Supervision

- Supervise whole classes and groups of pupils on occasion, during the short-term absence of teachers.
- Supervise work that has been set in accordance with school policy.
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Deal with any questions from pupils about process and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson and return it to the class teacher.
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class.

Personal Development

- Maintain an up to date understanding of the requirements of the role and responsibilities.
- Undertake appraisal / performance review.
- Undertake agreed development actions conscientiously and within the required timescale.
- Make effective use of the development support available.

Support literacy and numeracy activities in the classroom

- Obtain up to date information from the teacher on:
 - the learning objectives of the activity;
 - the types of support you are to give;
 - the teacher's expectations of the pupil's current literacy or numeracy skills as appropriate.
- Offer the required types of support as and when needed by the pupil.
- Implement programmes of work devised by SENCO / outside agencies and take responsibility for reporting progress and attainment to class teachers. Implement agreed paramedical and speech therapy programmes.
- Give encouragement and feedback using appropriate mathematical language and vocabulary which the pupil is likely to understand.
- Provide the teacher with relevant feedback on the progress of the activity and the pupil's response to it.
- Be conversant with basic ICT skills

Compliance

- Ensure compliance to Trust policies and procedures, legislation, directives and promote best practice.

General

- Take responsibility for personal continuing professional development and remain up to date with the latest human resources legislation and best practice and the impact of this on the service provided by the team.
- Maintain knowledge of safeguarding children and ensure that the principles of safeguarding are considered and included in the work of the team and your personal practice. To ensure that any safeguarding concerns arising are reported immediately to the appropriate person / body.
- Actively promote the Swale Academies Trust and schools' equality objectives and ensure that the principles of equal opportunity and promoting diversity are considered and included in the work of the team and your personal practice.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

Person Specification

Qualifications and Experience	Essential / Desirable
Good standard of basic education.	E
NVQ Level 2 in relevant qualification or equivalent experience.	E
Numeracy / Literacy qualification.	D
NVQ Level 3 in Teaching and Learning or willingness to undertake this qualification.	D
Previous experience of working with young people in a school environment.	E
Supervising group work.	D
Supporting students with special educational needs.	D
Knowledge of ICT and experience of using whiteboards.	D
Ability to complete administration tasks including recording and monitoring attendance.	D
Personal and Interpersonal	
Ability to communicate effectively to students and members of staff; covering classes from Year 7 to Year 11 with varying ranges of ability.	E
Ability to work unsupervised.	E
Ability to respond flexibly to a diverse range of situations and needs.	E
Ability to resolve conflict.	E
Empathic and sensitive to student's needs.	E
Good interpersonal skills.	E
Good listening skills.	E
Effective team player.	E
Hardworking, committed, personable, cheerful, discreet and confident.	E
Tactful and diplomatic.	E
Commitment to equal opportunities.	E
Special Skills and Aptitudes	
Ability to take sole charge of a class of students in an orderly and controlled manner.	E
Ability to clearly instruct and provide guidance to students.	E
Ability to safely manage classroom activities set by the class teacher.	E
Excellent interpersonal skills.	E
Ability to work independently and as part of a team.	E
Ability to use own initiative with an "I can do" attitude to meet the challenging demands of the role.	E
Be responsible for the physical learning space and resources of the students.	E
Understand and be able to use a wide range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.	E
Having the ability to maintain a confident and innovative approach to the role.	E
Ability to be confident and flexible in terms of varying subjects.	E
Flexible approach to working patterns and unexpected changes of circumstance.	E
Staff Development	
Willingness to participate in further training and development opportunities.	E
Child Protection	
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	E
Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	E
Willingness to undertake Child Protection training when required.	E



Working at The Sittingbourne School

Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants
- On-site Parking

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

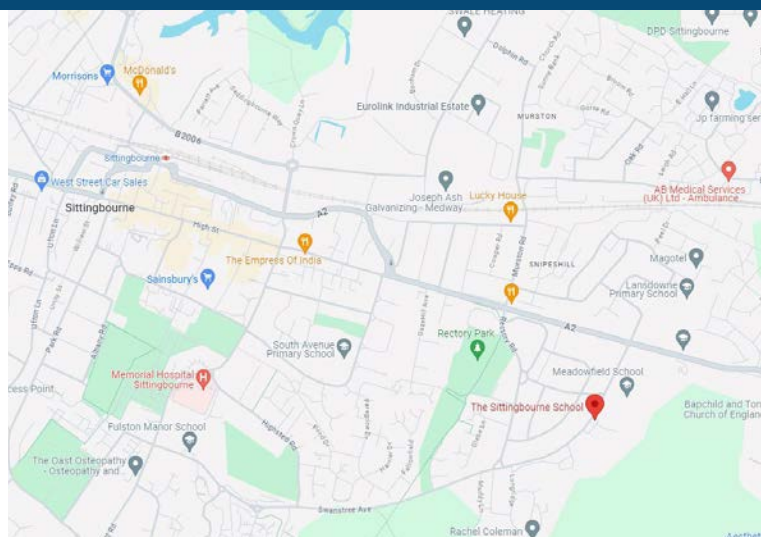
Finding Us

The Sittingbourne School
Swanstreet Ave, Sittingbourne ME10 4NL

01795472449
tss-office@swale.at

Closest Train Station: Sittingbourne Station
Approx. 29-minute walk or 15-minute Bus

Closest Bus stop:
The Sittingbourne School - 355, 371F, 371Q, 371S
Vincent Road - 355, X3
Swanstreet Avenue - 328, 334, 370S, 371R, 372U, 647, IB2





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to sarah.scottdrysdale@swale.at or by post to the following address:

Miss Sarah Scott-Drysdale
The Sittingbourne School
Swanstreet Avenue,
Sittingbourne
Kent
ME10 4NL

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The Sittingbourne School may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



Swale

ACADEMIES

TRUST